

# Barnhill Memorial School Parent and Student Handbook 2009 - 2010



**Barnhill Memorial School**  
750 Manawagonish Road  
Saint John, New Brunswick, E2M 3W5  
Telephone 658-5393, Fax 643-6170  
September 2007

**Staff Members**

Principal: Mrs. Agnes Lockhart  
Vice Principal: Miss Christine Hansen

Grade Six

Mrs. T. Vaughan  
Mr. F. Stuart  
Mr. M. Savoie  
Mme. Therrien  
Mme. L Vautour

Grade Seven

Ms. B. Aucoin  
Mr. R. Peters  
Mr. G. Vail  
Ms. G. Lawson  
Mr. K. White

Grade Eight

Mr. C. Edgecombe  
Mrs. K. Graham  
Ms. A. Holland  
Mme. H. Landry  
Mrs. P. McCaustlin

Guidance

Mrs. J. Settle

Resource

Mrs. S. Dail, Mrs. K. Sloat, Ms. N. McMullin, Mrs. A. Sabeau

Specialist Teachers

Art – Ms. H. Patullo  
Technology – Mr. R. Peters, Mrs. J. Settle  
Music – Mrs. L. Munro  
Physical Education – Mrs. L. Pattison, Mr. C. Edgecombe

## Barnhill Memorial School Handbook

2009/10

Barnhill Memorial School, consists of grades 6, 7 & 8. It is our goal to implement and promote the practices and policies that will best provide a positive and productive middle school experience for each child. Therefore, the purpose of this handbook is to communicate to students and parents the structure upon which we build to create a model middle school.

### **School Mission Statement**

*Barnhill Memorial School is committed to the belief that it must make every attempt, through students, community, and parents, to develop students intellectually, socially, and emotionally so that they might succeed in life long learning.*

While our school mission statement, as presented above will be reviewed by the P.S.S.C. for the current year, and may be subject to change, the teachers and administration are committed to the general beliefs according to middle school philosophy. Middle School provides a transition between elementary school and high school and addresses the developmental diversity of students in this age group.

### **School Organization**

The school will be organized into “Houses” according to grade level. Each house will consist of classes located in close proximity to one another and will be encouraged to offer opportunities for students to participate in learning activities, and events with students in other classes at the same grade level. Within each house, classes will be divided into academic teams in which one group of teachers will be responsible for delivering the core curriculum to the classes on their team.

### **House Locations**

- The grade 8 house will be located on the top floor,
  - The grade 7 house will be located on the main level with one class on the upper floor
  - The grade 6 team will be located on the lower floor.
- Each House will have a specific entry and exit location.

## Daily Schedule

8:00 – buses begin arriving (bus drop off point is in front of the monument on Manawagonish Rd. between St. Rose & Barnhill Schools)  
8:25 – students enter the building and get ready for the day  
8:40 – classes begin with silent reading & morning announcements  
9:00 – beginning of first period  
10:35 – Nutrition Break

This year all classes will be having their lunch during the same time period.

**12:15– grade 6 lunch** – students eat from 12:15 to 12:35  
- students go outside from 12:35 to 12:55

**12:15 – grade 7 lunch** – students eat from 12:15 to 12:35  
- students go outside from 12:35 to 12:55

**12:15 – grade 8 lunch** – students go outside from 12:15 to 12:35  
- students eat lunch in lunchroom from 12:35 to 12:55

2:50 – homeroom period

3:00 – dismissal (Students wait for buses at the back of the school in the supervised area. Students who walk home and are not staying for supervised activities **must** leave the school property.)

## Noon Hour

During the lunch time students are not allowed off school property. Any student leaving the school property at this time must bring a note and be picked up by a parent or guardian.

A hot lunch and milk will be provided throughout the week at a minimal cost.

The staff and administration are also committed to providing opportunities for student activities and socialization during this time.

## Fire Drills and Emergency Procedures

When the fire alarm sounds (distinct continuous ringing) all students must leave the building. Directions are posted in each classroom. Students must assemble in an assigned place outside the building and wait for the signal to re-enter the building.

Incase of an emergency or dangerous situation in our school specific **lockdown** or **evacuation** procedures will take place. Parents and guardians will be informed by phone or voice mail as soon as possible.

### Phone Use and Messages

A payphone is provided in the front foyer for student use during “out of class” times (break & lunch) with the permission of a teacher. The office phone is for **emergency** use only. Phone messages from parents will be taken by the secretary and delivered to the student as soon as possible. Please keep in mind that all phone calls by both students and parents should be of an important nature. Social arrangements for students to visit friends etc. after school should be prearranged. Phone calls for students from individuals other than parents or guardians will not be forwarded.

### Student Fees

All students are required to pay a student fee of \$20.00. This fee will help to cover the cost of student agendas, special presentations and assemblies as well as some art, music, computer and technology supplies. All cheques can be made payable to Barnhill Memorial School.

### School Property

Items such as text books, desks, lockers, sports equipment and computers, as well as the building itself, are the property of Barnhill Memorial School and should be treated respectfully. Students who cause damage (or lose textbooks) will be expected to pay for loss or repair. It should be noted that lockers and desks are subject to search at the discretion of teachers and school administration.

### Lost Items

Students are encouraged not to bring sums of money or expensive items to school as the school cannot assume responsibility for them. Items that are found may be turned into the office and students may check for them there. There is also a “Lost & Found” box on the main level outside the teacher’s staff room.

### Transportation

Students who travel to school by yellow school buses should be aware that this form of conveyance is a privilege. As such, students are required to obey all safety rules and regulations set down by the Department of Transportation regarding school buses. Any infringement of these rules could result in disciplinary action taken by the school, which might involve suspension of transportation privileges.

The rules governing conduct and safety on school buses will be discussed with students at the beginning of the school year.

#### **Alternate Transportation**

An alternate bus may be taken for **emergency** situations only! Once the situation has been determined by the principal to be an emergency, an alternate transportation form will be provided. This form must be presented to the bus driver. The same procedure must be followed by students who wish to get on or off the bus at a different stop.

### **Transportation of students in private vehicles:**

Volunteer drivers for all extra curricular activities require by school law an individual criminal check and 1 million liability for vehicle insurance purposes. Students, normally traveling by school bus, who make arrangements to leave school by walking or being picked up by a parent, for example, must present a note to their teacher.

### Curriculum

All teachers will follow the curriculum prepared by the Department of Education. Each teacher will prepare a course outline for their subject which will be available at the school office upon request.

### Pupil Work Standards

All students are expected to work to the best of their ability in order to maintain a high academic standard. While teachers will make every effort to communicate student performance to parents, **students must understand that it is also their responsibility to keep their parents informed of how they are doing at school.** As students progress through middle school they must become increasingly more responsible for their own learning. It is up to each student to keep themselves (and their parents) informed of upcoming assignments and tests. **Overdue assignments may produce a mark of zero and could result in a failing grade!**

As well, when a student is absent, it is **their** responsibility to find out what work was missed or what projects were assigned.

A **homework website** that posts homework and assignments for each class is maintained by teachers and students. The website address is:

<http://barnhill.nbed.nb.ca/> Click on “homework” (a copy of this handbook will be available on the website)

Official report cards will go home in December, early April, and at the end of June. Interim reports will be sent out during the middle of each term in order to keep parents well informed of how their child is performing in school.

### Student Behavior

We believe that all students have the right to a safe and healthy environment. To achieve this, students are asked to develop and demonstrate a sense of responsibility and accountability for their actions.

Most discipline issues will be handled by the teachers at the “team” level. Decisions regarding disciplinary action will be made by the team of teachers who work directly with the student. Each class will keep a **tracking sheet** that will record a variety of incidents such as poor behavior or incomplete homework. A team based approach will promote consistency and develop successful solutions to prevent future problems.

### General Information

- chewing gum and wearing ball caps in the school building is not permitted
- I-pods , MP3s and CD players are only permitted before 8:25, at lunch, or after 2:55. Certain circumstances may warrant a teacher or staff member to ask a student or group of students to put the above items away during these times.
- **cameras** are not permitted at school
- **the use of cell phones** is not permitted between 8:25 and 3:00 P.M. and must be stored in lockers during this time
- **energy drinks** are not to be consumed at school
- book bags and jackets should be kept in lockers or a designated spot in the class
- laser pointers, or other dangerous or threatening objects (including look-alikes) are not permitted
- skateboards are not allowed on school property
- bikes may be ridden to school, but must be parked in the designated area upon arrival
- throwing snowballs is prohibited

### Consequences for Misbehavior

Participation on sports teams, school trips and in clubs and special events such as dances are dependent upon student performance at school. Students may be eliminated from some or all of the above activities for such things as consistently poor behavior, attitude, incomplete assignments, lack of effort in class or other reasons determined by their “teacher team”.

Consequences for violations of any of the above rules and policies may include suspension from school.

### Scent Free Policy

Students are required to refrain from using scented products that may interfere with the health of others in the building. This is in accordance with the District 8 Scent Free Policy. Deliberately spraying or emitting a scented product is prohibited and will result in serious consequences.

### Technology

Computers are available throughout the school for educational purposes. All students will be adequately informed of, and expected to comply with, appropriate computer use in accordance with district and provincial policies (Provincial Policy 311). Chat lines are prohibited as well as access to offensive websites.

Each student will be provided with their own password in order to log on to any school computer. This password will be the same each year throughout middle school. Students are responsible for remembering their own password and must not share it with others.

## Student Dress Policy

We believe that all students have the responsibility to dress appropriately and observe the basic standards of cleanliness and good grooming. A student's dress and appearance should not cause a disruption, distract from the educational process or create a health or safety concern for him or herself or others.

The following expectations for student dress have been established to promote a safer and optimal learning environment. Apparel or appearance that tends to draw attention to an individual rather than to a learning situation must be avoided. In matters of opinion, the judgment of the principal/designee shall prevail.

The following standards will be observed at Barnhill Memorial School:

- 1) Shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders. Shirts and tops must cover the waistband of pants, shorts, or skirts with no midriff showing.
- 2) Hats are not to be worn in school.
- 3) Clothing and accessories such as backpacks, patches, jewelry, and notebooks, must not display (1) racial or ethnic slurs/symbols (2) vulgar, subversive, or sexually suggestive language or (3) display or promote products which students may not legally buy such as alcohol, tobacco, and illegal drugs.

The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty. The principal may allow exceptions in special circumstances or occasions such as holidays or special performances and may further specify dress in certain classes such as physical education, technical studies, and science labs.

Any student not dressed in accordance with this policy shall be subject to the following consequences:

- 1) Correct violation or be sent home.
- 2) Repeat offenders shall be subject to additional measures that will include parent conferences, in-school suspension, and out-of-school suspension.

## Physical Education

All students are required to participate in the physical education program unless they have a medical note. Each student is required to come to P.E. class prepared with the proper clothing and sneakers required by the Physical Education teacher.



### Sports and Extra-curricular Activities

During the 2009 – 2010 school year, a wide variety of sports programs and extra curricular activities will be offered. Students will have the opportunity to be involved in such activities as basketball, student leadership, peer helpers, and drama, to name a few. School trips such as a weekly ski program, a grade 8 trip to Quebec and Ottawa, and our Natick Exchange Program with Wilson Middle School in Natick, Massachusetts, have been enjoyed by students in previous years and hopefully will continue.

### Medication

Nonprescription medication (such as Tylenol) cannot be given to students by school staff.

### Home and School

Barnhill has had an active Home and School for many years. They have raised funds for many projects and have helped make other school activities successful. Information regarding this group is sent to parents early in the year.

### Visitors to the school

A security system is in place in our school and all those who enter the building will have to identify themselves via the intercom. All visitors, including parents, must report to the office upon entering the building. In order to proceed through the building they must be given a “Visitor’s Tag” by school personnel in the office.

### PSSC –Parent School Support Committee

Each September elections for our PSSC are held. Information regarding participation on this committee can be obtained from the school office or a committee member. We encourage parents to become involved in this important panel.

### Volunteers

In order to have successful extra curricular program, and also to meet the numerous needs of our school, we require volunteers to provide us with assistance. If interested in volunteering in any capacity, please make your interests known to the school principal.

